



Native Title Services Victoria Ltd

ABN 27 105 885 149
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JOB DESCRIPTION

Position: RESEARCH OFFICER (ANTHROPOLOGY)

Prime Function: To conduct and assist with anthropological research (including primary field investigations) for the establishment, mediation and settlement of native title claims.

Responsible to: Research Manager

Main Duties

- Conduct anthropological fieldwork and desk top research for the purpose of providing high quality professional advice to NTSV about the nature of historical and contemporary systems of law and custom of Victorian Indigenous people engaged in the establishment, mediation and litigation of native title claims and associated projects.
- Provide research assistance to external consultants engaged in the preparation of expert anthropological or historical reports for the establishment, mediation and litigation of native title claims.
- Prepare research reports for the purpose of native title applications, mediation, future act negotiations and other NTSV projects.
- Employ effective, ethical and culturally appropriate procedures for the collection, storage and retrieval of cultural information and research materials required for native title and other NTSV projects.
- Maintain the NTSV research archives and databases, including maintaining well-organised, reliable and accessible records of all fieldwork and associated research tasks.
- Work with other members of the Research and Legal teams in order to ensure that NTSV's priority research objectives are met in a professional and timely manner.
- Other research related duties, including preparation of research presentations and attendance at native title claim meetings (including some weekend meetings), as directed by the Research Manager.

Desired Qualifications, Experience and Skills

- Post-graduate qualifications in anthropology, preferably specialising in Aboriginal Australia;
- At least two years experience conducting native title or related research with Aboriginal communities, preferably in Victoria;
- Demonstrated ability to self-direct discrete anthropological research projects within a given timeframe, including producing genealogies, conducting boundary investigations, identifying and recording sites of cultural significance, and undertaking oral history interviews;
- Knowledge of current anthropological debates in Australia, and familiarity with some key issues and texts related to native title, and traditional and contemporary Aboriginal life;
- Experience in the sourcing, review and integration of historical materials into anthropological research reports;
- An ability to use a range of research technologies, including digital cameras and audio recording devices, and relevant software packages, including Word, Outlook, Excel, Endnote and the Master Genealogist;
- Some knowledge of the Native Title Act (Clth) and related evidentiary requirements;
- An ability to work successfully in a complex cross-cultural environment;
- An ability to work under pressure in a multi-disciplined professional team;
- Strong written and oral communication skills;
- Demonstrable strategic, conceptual and analytic capacity;
- Current driver's licence.

Last reviewed: February 2008

Reviewed by: Belinda Guest

Approved by: Corporate Services Manager